

LYTTELTON MAIN SCHOOL
MINUTES OF A MEETING OF THE BOARD OF TRUSTEES HELD ON WEDNESDAY
28 SEPTEMBER, 2011 AT 7 p.m

Present: Craig McGuigan (Chair); Anthony Bown; Bridget O'Dempsey; Janet Powell; Cathy Pollock; Rebecca Rennie; Margaret Ricketts (Minute Secretary).

In Attendance: Kim Hickford, PTA.

The Chair welcomed Kim Hickford to the meeting and asked her to give a report on the recent meeting on establishing a PTA. Kim explained that the motivation for forming the group was not purely for fundraising, since a lot of that was already done very well at Lyttelton Main. There was, however, a need for a group to undertake voluntary work for the school, e.g. cleaning up the school grounds and the like. She had been encouraged by the turnout for the meeting – every class at the school was represented – and there was a lot of enthusiasm. She reported that there was a sense of urgency to get jobs done sooner rather than later and that a working bee had been organized for 9 October. A designated person would explain to each class room what the group wanted to achieve and there were some general projects such as washing down the school and tidying gardens. Kim tabled letters and posters advertising the working bee.

Kim reported that there would be a formal meeting next term to establish the PTA, and steps would be taken to get charitable trust status and organize a bank account. There was discussion on obtaining sand and dirt for the gardens and Kim agreed to obtain some figures and get back to Craig. John and Lyn would be requested to organize a skip.

ACTION: John and Lyn.

It was suggested that the PTA might have 2 meetings per term – at the beginning and end of term. In addition, a PTA representative might attend the Board of Trustees meeting once a term, and vice-versa.

There was support for more special lunches and Craig indicated that he had signed-off on the sausage sizzle. Kim indicated that parental help for the sizzle would be appreciated and it was suggested that Years 7 and 8 might also be involved.

Thanks were expressed to Kim for her organization, and she was invited to stay for the Board meeting.

The Chair officially opened the meeting.

ATTENDANCE: As above.

Apology: John Thawley.

Conflicts of Interest: Nil

Moved (Chair)

THAT THE ABOVE ITEMS BE ACCEPTED.

Carried

MINUTES OF PREVIOUS MEETING: 31 AUGUST, 2011

Moved (Chair)

THAT THE FOLLOWING ADDITION BE MADE TO THE MINUTES:

Prior to the start of the meeting, Dan Craighead gave a presentation on ICT Strategy and Enviro Leaders also gave a presentation.

Carried

Moved (Rebecca/Cathy)

THAT, WITH THE ABOVE AMENDMENT, THE MINUTES OF THE MEETING OF 31 AUGUST, 2011, BE CONFIRMED AS A CORRECT RECORD.

Carried

Matters Arising

- Bridget and Cathy reported on their meeting with Gill Mahar.
- There will be a special Board meeting with Gill Mahar and Simon Cruickshank on Tuesday 4 October.
- Anthony is following up re tree trimming.
ACTION: Anthony
- Camp: The Board agreed to fund this extensively. No response had been received from Lions or Rotary clubs. Craig said that the Board does not want to see any children excluded from attendance on financial grounds.
- Craig to ask John to clarify funding for Rachel Cummins' position for Term 4.
ACTION: Craig

PRINCIPAL'S REPORT

The Principal was absent, but the Report had been circulated. The following items were noted:

- Janet is applying to train for Reading Recovery next year. This will involve another teacher being in her room for 2 hours per day. The application requires Ministry approval.
- Janet's registration is in terms of old regulations and this needs to be formalised.
Action: Craig to speak with John.
- John to be asked to clarify status of funding from Lions and Rotary clubs.
Action: Craig to speak with John.

Moved (Janet/Rebecca)

THAT THE PRINCIPAL'S REPORT BE RECEIVED, WITH THANKS.

Carried

FINANCE REPORT

Craig tabled the audited financial statements and a monthly synopsis of the CES report. He answered questions from members and indicated that the School's finances were in a very healthy state.

Moved (Bridget/Rebecca)

THAT THE FINANCE REPORT BE RECEIVED, WITH THANKS.

Carried

STAFF REPRESENTATIVE

Janet reported that it had been a very difficult year. Staff had given their all to keep things going smoothly at school, despite having their own personal difficulties associated with the earthquakes. Rebecca asked that Janet communicate the Board's sincere appreciation to staff for all their efforts.

ACTION: Janet

PROPERTY

In relation to the wall, the Board was awaiting a legal opinion from the City Council; the matter would be raised with Gill Mahar at the special meeting on 4 October.

The Senior School was ready to move to St. Joseph's as soon as possible, but there was no access at present, owing to the demolition of the church. It was agreed that the Principal be asked to confirm with Opus and the Ministry of Education, the status of St. Joseph's grounds and classroom.

ACTION: John

It was further agreed that an action plan should be prepared for the move to St. Joseph's and that this should include communication to parents.

ACTION: John

Re the meeting with Ministry of Education on 4 October, Craig will approach Gill for an agenda. It was agreed that there should be a communication to parents, before the end of term, following this meeting and Bridget agreed to draft a letter after the meeting.

ACTION: Craig – approach Gill;

Bridget: Draft letter.

OTHER BOARD MATTERS

A letter had been received from Ms Kenix in relation to elements of the prize giving.

Following discussion, there was general agreement that the prizes should reflect the curriculum, but Craig cautioned against the Board meddling with the prize giving.

It was agreed that Craig would write to Ms Kenix, saying that the Board had discussed the matter, that prizes would align more with the curriculum in future; that the Board wished to retain one ceremony rather than having two, and that an earlier start time – possibly 6.30 p.m. – would be explored. He said that he would circulate the letter to the Board prior to despatching it.

ACTION: Craig

Re the location of the prize giving, there was support for keeping the ceremony in Lyttelton and it was agreed that the Principal be requested to investigate local options, e.g. Rapaki.

ACTION: John

Craig will check with Lyn re the responses to the Bilingual survey.

ACTION: Craig

Janet reported that Dan, Lisa and Vicki are making progress with the Lyttelton Learners initiative but it is too early for a communication re this project.

Craig said that at the start of Term 4, progress must be made on the Charter and Strategic Planning. This would be an agenda item for the next regular meeting of the Board.

ACTION: Craig – October agenda.

The survey had indicated that parents desired increased opportunities for drama, music and art. Janet reminded the Board that, as previously reported, the teachers also wanted more of this and in order to achieve this, the Cultural Festival had been put back to every second year. Alas, nothing could be achieved this year owing to the disruption caused by the earthquakes. Craig said that goals such as this could be put into the Strategic Plan.

Kim Hickford departed the meeting, and was thanked for her contributions.

Moved (Chair)

THAT THE MEETING GO INTO COMMITTEE.

Carried

The meeting came out of Committee.

It was noted that there had been plans for an Open Night in Term 4. The Principal would be asked to speak with staff and report the date back to the Board.

ACTION: John.

Since there was no further business, the Chair thanked members for their attendance and declared the meeting closed at approximately 9.25 p.m.

.....

(Signed as a Correct Record)

.....

(Date)

NEXT MEETING: WEDNESDAY, 26 OCTOBER, 2011

ACTION SHEET FOLLOWS

ACTION SHEET FROM MEETING OF 28/9/11

Anthony	Follow up on tree trimming.
Bridget	Draft letter to parents, following 4 October meeting.
Craig	Ask John to clarify funding for Rachel for Term 4. Speak with John re Janet's registration. Speak with John re funding from Lions and Rotary. Request an agenda for 4 October from Gill Mahar. Write to Ms Kenix – circulate letter to Board first. Check with Lyn re Bilingual survey. October agenda: Charter and Strategic Plan.
Janet	Transmit Board's appreciation to staff.
John	With Lyn, organize skip for grounds clean-up. Confirm with Opus & MoE status of St. Joseph's. Prepare Action Plan for move to St. Joseph's, for communication to parents. Investigate local venues for prize giving. Settle date with staff for Open Night and report to Board.